



Planning Permit Application

Required for All Planning Permit Types

PROJECT LOCATION

Street Address: _____

Submission Date: _____

APN(s): _____

PROPERTY OWNER(S)

Name	_____	Name	_____
Business Name	_____	Business Name	_____
Street Address	_____	Street Address	_____
City/State/Zip	_____	City/State/Zip	_____
Phone	_____	Phone	_____
Email	_____	Email	_____

PROPERTY OWNER'S AUTHORIZATION AND ACKNOWLEDGMENT

I hereby authorize the City of Arcata to process this application, and I authorize the City of Arcata representatives to enter the above referenced property as reasonably necessary to evaluate the project. I have reviewed the appropriate application checklist and information for this type of project; and all information, plans, fee deposits, and other requirements noted on the checklist have been submitted with this application. I acknowledge that processing applications which are not complete or do not contain accurate information may result in delay, and possibly result in denial or revocation of approvals. I also acknowledge if this project requires excess staff time not covered by my fee deposit, I will be billed at the fully burdened rate for all costs, and the payment is due before I receive a certificate of occupancy. Unless another party is designated, I am the responsible party and primary contact for all billing, status reports, and project updates.

Owner Signature _____

Date _____

Owner Signature _____

Date _____

APPLICANT(S) – *If different from Property Owner*

Name	_____
Business Name	_____
Street Address	_____
City/State/Zip	_____
Phone	_____
Email	_____

Name	_____
Business Name	_____
Street Address	_____
City/State/Zip	_____
Phone	_____
Email	_____

Applicant Signature _____

Date _____

Applicant Signature _____

Date _____

BILLING CONTACT – *If different from Property Owner*

Name	_____
Business Name	_____
Street Address	_____
City/State/Zip	_____
Phone	_____
Email	_____

PROJECT REPRESENTATIVE – *If any*

Name	_____
Business Name	_____
Street Address	_____
City/State/Zip	_____
Phone	_____
Email	_____

PRIMARY CONTACT – From parties listed above

PROJECT DESCRIPTION: Include a general description of the proposed project including current and proposed uses. Attach additional pages as needed.

DEPOSITS: The amount of the deposit depends on the permit type selected below. Time and materials are charged against deposits, and any costs that exceed the deposit paid will be billed. All deposits include a 10% General Plan Update fee and \$12.34 database fee, and all deposits are non-refundable except for appeal fees. *Fees revised 07-01-25 – Resolution 245-42*

Administrative Actions	\$293.80 Deposit	Planning Commission – Public Hearing	\$5,642.25 Deposit
Alteration / Demolition – Ministerial		Zoning District Boundary Determination	
Burn Down / Rebuild Assessment		Alteration / Demolition – Discretionary	
Information Request		Coastal Development Permit	
Minor Modification to Approved Permit		Hillside Development Permit	
Time Extension		Interpretation / Determination	
Tree Removal – Ministerial		Minor Use Permit or Amendment	
Vision Clearance Waiver		Planned Development Permit or Amendment	
Wetlands & Stream Protection – Notice or Easement		Major Subdivision – 5 or More Parcels	
Zoning Clearance		Use Permit or Amendment	
Zoning Administrator – No Hearing	\$575.36 Deposit	City Council – Public Hearing	\$10,541.36 Deposit
Alteration / Demolition – Ministerial		Annexation	
Certificate of Compliance		Development Agreement	
Interpretation / Determination		General Plan Amendment	
Lot Line Adjustment – Director and City Engineer		Interpretation / Determination	
Parcel Merger / Unmerger		Land Use Code Amendment	
Zoning Enforcement		Local Coastal Plan Amendment	
		Vacation / Abandonment	
		Zoning Map Amendment	
Zoning Administrator – Hearing	\$1,549.55 Deposit		
Alteration / Demolition – Discretionary		Design Review & Other Permits and Actions Deposit	
Coastal Development Permit		Design Review – Standalone	\$850.22
Emergency Permit		Environmental Impact Report	\$8,457.15
Hillside Development Permit		General Plan Consistency	\$1,067.94
Minor Use Permit or Amendment		Historic / Landmark Designation / Mills Act	\$2,123.55
Planned Development Permit or Amendment		Preliminary Review	\$504.92
Parcel Map – Parcel Division into 4 or Less Parcels		Appeal ZA Decision to Planning Commission*	\$2,390.98
Variance		Appeal PC Decision to City Council*	\$2,390.98
Tree Removal Permit – Discretionary		<i>* Note: Appeals are a flat fee, not a deposit.</i>	

We accept payment by cash, check, Visa, or Mastercard. Please make checks payable to City of Arcata.